

Division of Functions Worksheet



FORM 1.01

Function:

- Marketing _____%
- Administration _____%
- Management _____%
- Meet with Clients _____%
- Give Legal Advice/Strategize _____%
- Supervise Files/Cases _____%
- Trial Work _____%
- Attend Hearings _____%
- Take Depositions _____%
- Document Delivery Meetings _____%
- Conduct Interviews _____%
- Research _____%
- Draft Pleadings _____%
- Write Briefs/Summaries _____%
- Document Assembly _____%
- Designated Hitter (Client Support) _____%
- Acquire Records _____%
- Conflicts Check _____%
- Filing _____%
- Organizing _____%
- Scheduling _____%
- Word Processing _____%
- Copying _____%
- Answering Phones _____%
- Errands _____%

Position:

Partner

Attorney

Associate

Paralegal*

Legal Assistant*

Legal Secretary*

Secretary

Receptionist

* Check Individual State Requirements